



Idaho AI and Data Governance Council (ADGC) Subcommittee Bylaws

Taylor Bothke
Idaho Technology Authority
June 16, 2026

Contents

Article I. Name & Location	3
Article II. Mission & Purpose.....	3
Article III. Composition & Membership	3
Article IV. Meeting Schedule	4
Article VI. Approvals and Amendments.....	5
Article VII. Duties.....	5
Article VII. Reports.....	5

Provisions of the Bylaws shall not be in conflict with the Statute (I.C. 67-5745) establishing the Idaho Technology Authority (ITA), of which the AI and Data Governance Council is a subcommittee.

Article I. Name & Location

Section 1. The name of the council shall be the Idaho AI and Data Governance Council (ADGC).

Section 2. The principal office of the ADGC shall be located within the Idaho Office of Information Technology Services, 11341 W. Chinden Blvd. Suite 200

Article II. Mission & Purpose

Section 1. The mission of the AI and Data Governance subcommittee is to guide the responsible, transparent, and secure use of artificial intelligence and data across the state of Idaho. Grounded in Idaho's principles of stewardship and public service, the subcommittee ensures that AI and data driven solutions are used in manners that respect privacy, strengthen public trust, and align with state values.

Section 2. The purpose of the AI & data governance subcommittee is to:

- Establish statewide standards, policies, and guidance for the responsible use of AI, advanced analytics, and automated decision systems.
- Promote data quality, interoperability, and lifecycle governance to support trustworthy and effective AI solutions.
- Identify and mitigate risks related to privacy, security, equity, bias, safety, and operational impacts of AI technologies.
- Guide agencies in developing AI readiness, including workforce upskilling, governance maturity, and responsible innovation.

Article III. Composition & Membership

Section 1. The council shall be composed of a minimum of seven and up to eleven members.

Section 2. An announcement of this subcommittee and information request will be sent to the following categories of Idaho government to garnish initial membership interest:

- Constitutional Officers
- Large & small agencies
- Higher Education Institutions
- A representative from other subcommittees

This will ensure holistic representation across the State and provide opportunity for agencies to identify staff that they would like to participate. The Chair will use this information to appoint members of the ADGC. Upon appointment and throughout the membership term, council members will be required to provide the name of a proxy for instances of scheduling conflicts. Proxies will have full voting rights.

Section 3. Appointed members of the AI & Data Governance council will serve a term of two years. Members are encouraged to provide 30 days' notice prior to early withdrawal from the council.

Section 4. A Chair shall be nominated by the council and approved by the Idaho Technology Authority. The Chair has the authority and responsibility to designate a Vice Chair. The Chair and Vice Chair will serve one-year terms, with the expectation of serving a single term.

If the Chair is withdrawing, s/he shall appoint a Chair Pro-Tem to take on the Chair's responsibilities prior to vacating their office. The responsibilities of the Chair Pro-Tem shall be the same as the Elected Chair until such time that a new Chair can be elected. Nominations for replacement chair will be solicited from the standing members and is ratified by simple majority vote.

Responsibilities are as follows:

Chair -

- The Chair will be responsible, with help and support from the ITS staff, for scheduling and conducting meetings, setting agendas, and reporting to the ITA.
- The Chair shall appoint a Vice Chair and all other council members.
- The Chair may create Technical Work Groups (TWGs) that will be responsible for development of policies, standards, guidelines, etc.
- The Chair may appoint committees to plan and facilitate the implementation of the Idaho IT Strategic Plan's goals and objectives or to oversee specific responsibilities, such as enterprise utility and shared services.
- Provide reports to ITA on implementation of the State IT Strategic Plan and other relevant projects.

Vice Chair -

- Conducting council business in the absence of the Chair.
- Working with agencies to develop and provide routine performance metrics applicable to the mission and purpose of the ADGC subcommittee to the council for its review.

Section 5. When feasible, members shall reflect the diversity of stakeholders across the State interested in AI and Data Governance, including but not limited to state government, local government, tribal government, higher education institutions, and private industry.

Article IV. Meeting Schedule

Section 1. The AI and Data Governance Council shall meet quarterly. Council members will be polled for availability when scheduling meetings.

Section 2. Meeting minutes will be recorded and published in accordance with open meeting laws.

Section 3. Council meetings will follow general rules under Robert’s Rules of Order. Typical order of business is as follows;

- Call to order
- Roll call of members present
- Reading and approval of minutes
- Committee Reports
- Special orders – important business previously designated for consideration
- Unfinished / old business
- New business
- Adjournment

Article VI. Approvals and Amendments

Section 1. The AI and Data Governance Council shall require a quorum of 50% and a simple majority of votes from members present or through proxy in making decisions put before the Council.

Section 2. Alterations, amendments, or repeals to these bylaws may be proposed by any council member and must be approved by a simple majority vote of ADGC members. Once approved, the Council will establish a plan for implementation and carry out that plan as soon as it is practical and feasible.

Article VII. Duties

Section 1. The Council shall maintain a registry of council membership.

Section 2. The Council shall provide recommendations to ITA on issues and opportunities related to Artificial Intelligence and Data Governance in Idaho.

Section 3. Perform other duties authorized or assigned by the relevant authority.

Article VII. Reports

Section 1. Recommendations and reports from the ADGC shall be submitted annually to the Idaho Technology Authority describing the Council’s activities and achievements of the previous year. Reports may include majority and minority opinions, where applicable.